



Position Description: Scribe

INTRODUCTION

When you accepted the position of scribe, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This position description tells some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in the "Introduction to Leadership" session with your Scoutmaster or assistant Scoutmaster.

RESPONSIBLE TO

Assistant senior patrol leader (and works with the troop committee treasurer)

SPECIFIC DUTIES

- Attend and keep a log of patrol leaders' council meetings.
- Record attendance and dues payments of all troop members.
- Record advancement in troop records and on Troop/Team Advancement chart.
- Work with appropriate troop committee members responsible for finance, records, and advancement.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.
- Handle correspondence appropriately.

RESOURCES

As a scribe, there are many resources available to help you. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Other resources include your fellow troop junior leaders, teachers, religious advisors, and community leaders. Some literature resources that can help you follow:

- *Boy Scout Handbook, No. 33105*
- *Junior Leader Handbook, No. 33500A*
- *Boy Scout Requirements, No. 33215C*
- *Troop Program Resources, No. 33588*
- *Troop Program Features, Volume I, No. 33110*
- *Troop Program Features, Volume II, No. 3311*
- *Troop Program Features, Volume III, No. 33112*
- *Boy's Life magazines*
- Copy of troop rules and policies